

# Pay and Leave Fact Sheet--11 October 2013

Clarification regarding CIA Affiliates and the Columbus Day Holiday

Status Type	What category do I fall in?	Can I take Leave?	Will I Get Paid? When?  Will I Get Paid for the Holiday?	Can I work Overtime, Comp Time and Credit Hours?
<b>Furloughed Employees (Non-Excepted)</b>	NGA employees currently furloughed. Includes CIA Affiliates not specifically excepted.	Furloughed or non-excepted employees cannot use previously accrued annual leave or sick leave during the furlough period.	11 October Pay Check – Will receive pay for hours worked (RG) and leave prior to 1 October.  TBD: may be paid retroactively at the end of the shutdown, including pay for the Columbus Day holiday, if legislation is approved.	No.
<b>Excepted Employees</b>	NGA Personnel performing functions involved in ensuring the safety of human life or protection of property; are involved in the orderly suspension of agency operations; or perform other functions exempted from furlough.  The majority of personnel in this category were notified prior to the furlough or were called back to work between 1-5 October.	As of 6 October, excepted employees are eligible to use annual leave and sick leave with supervisor approval. Any time away from the office prior to 6 October is furlough (KE)—but may be paid retroactively at the end of the shutdown, if legislation is approved.  Permitted to work AWS with supervisory approval.	11 October Pay Check – Will receive pay for hours worked (RG) 23 September – 5 October. If an excepted employee was in non-excepted status on 1 October, hours worked for this day (time spent to sign the furlough letter and conduct an orderly shutdown) will be adjusted at a later date, pending guidance.  25 October Pay Check – Will receive pay for any hours worked (RG), to include leave-including pay for the Columbus Day holiday. Normal Federal holiday rules apply.	Excepted employees can earn overtime and comp time with supervisory and KC approval.  Excepted employees can earn credit hours with supervisory approval.
<b>POMA Employees</b>	NGA personnel who were recalled to work in accordance with the Pay Our Military Act (POMA) per the Secretary of Defense's 5 October order.  The majority of personnel in this category received notification 5-6 October to return to work on 7 October.	Eligible to use annual leave and sick leave with supervisor approval.  Permitted to work AWS with supervisory approval.	11 October Pay Check – Will receive pay for hours worked (RG) and leave prior to 1 October. Furlough hours (KE) recorded 1 October– 5 October may be paid retroactively at the end of the shutdown, if legislation is approved.  25 October Pay Check – Will receive pay for any hours worked (RG), to include leave-including pay for the Columbus Day holiday. Normal Federal holiday rules apply.	POMA employees can earn overtime and comp time with supervisory and KC approval.  POMA employees can earn credit hours with supervisory approval.
<b>Military Employees</b>	Active Duty service members stationed at NGA.	As of 6 October, permitted to use military leave with supervisor approval.  Prior to 6 October, Military leave was not permitted unless approved before 1 October.	Will be paid as usual.  Normal Federal holiday rules apply, Columbus Day will be a Training Holiday. Service members who are unable to take this time off due to mission requirements need to coordinate with supervisors to develop compensation plans.	Not Applicable
<b>Excepted CIA Affiliate Employees</b>	CIA employees permanently detailed to NGA (per memorandum of Agreement between the CIA and the Secretary of Defense) performing functions involved in ensuring the safety of human life or protection of property; are involved in the orderly suspension of agency operations; or perform other functions exempted from furlough.	Excepted Affiliates are not permitted to use annual leave or sick leave during the furlough period. Time spent away from the office will be left blank on your timesheet but please keep track of this time as excepted Affiliates may be paid retroactively for leave at the end of the shutdown, if legislation is approved.  Excepted Affiliate employees are permitted to work AWS with supervisory approval.	17 October Pay Check – Will receive pay for hours worked and leave prior to 1 October.  Hours worked by excepted Affiliate employees on or after 1 October will be paid retroactively at the conclusion of the furlough (budget or continuing resolution is passed).  Normal Federal holiday rules DO NOT apply to excepted Affiliate employees. <b>Unless you are directed to work on the Columbus Day for a mission-driven reason such as 24/7 shiftwork in support of the NGA Operations Center (NOC)—employees typically directed to work weekends and holidays-- , employees should not come to work. If you are directed to work the holiday, employees will be paid their basic rate of pay, plus holiday premium pay (when a budget or continuing resolution is passed). Employees not directed to work on the holiday, will be placed in "furlough" status and will NOT be paid, unless authorized by subsequent retroactive pay legislation. Employees on an approved flexible work schedule, may, with supervisory approval, work additional hours to ensure a full 80 hours of pay when a budget or continuing resolution is passed.</b>	Excepted Affiliate employees can earn overtime and comp time with supervisor and KC approval.  Excepted Affiliates will not be paid for these hours until the conclusion of the furlough (budget or continuing resolution is passed).  Excepted Affiliate employees can earn credit hours with supervisory approval.
<b>Exempted Employees</b>	NGA employees who are not funded with annual appropriated funds (i.e. funded by a foreign mission partner, etc.)	Permitted to use annual leave and sick leave with supervisory approval.	Will be paid as usual. Normal Federal holiday rules apply.	Exempted employees can earn overtime and comp time with supervisory and KC approval. Exempted employees can earn credit hours with supervisory approval.